

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK II –  
Substance Abuse Treatment Program

SALARY GROUP: A07

DEPARTMENT: Rehabilitation Programs Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Pam Carey DATE: 10/30/2015

POSITION #: 045204

**I. JOB SUMMARY**

Performs routine clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Types and performs word processing; prepares and proofs reports, correspondence, records, and other documents ensuring conformance to rules, regulations, policies, and procedures; and opens, sorts, and distributes mail.
  - B. Compiles, organizes, and tabulates data; performs data entry and retrieval; posts information to agency records; and makes copies and maintains files and records to include automated information systems.
  - C. Maintains logs of work progress, document processing, and other records; and maintains materials and supplies.
  - D. Answers telephones; responds to requests for information; and answers inquiries regarding rules, regulations, policies, and procedures.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

- A. Education, Experience, and Training
  - 1. Graduation from an accredited senior high school or equivalent or GED.
  - 2. Clerical, secretarial, administrative support, or technical program support experience preferred.
  - 3. Computer operations experience preferred.

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**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
10. Skill to type 45 words per minute (with no more than 10 errors) preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, transcription equipment, telephone, and automobile.